

600 Series

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Community Services Policy Manual	SUBJECT DOE Weatherization Assistance Program: INCOME ELIGIBILITY GUIDELINES		EFFECTIVE DATE 04-15-06 ISSUE DATE 03-31-06

BACKGROUND:

Title IV, the Energy and Conservation Production Act, as amended, states that all grant awards made under this program shall comply with applicable law, including regulations contained in 10 CFR Part 440.

POLICY:

The Grantee is required to use the 150 percent of poverty income guidelines to determine eligibility for the Department of Energy Weatherization Assistance Program with preference given to those applicants who are at or below 125 percent of the poverty level.

Income refers to total annual cash receipts before taxes from all sources, with the exceptions noted below.

If a household member received Family Independence Program (FIP), Supplemental Security Income (SSI) or State Disability Assistance (SDA) benefits at any time during the twelve month period previous to the application date, the household is automatically income eligible.

NOTE: The receipt of these benefits in the previous twelve months must be documented in the case file.

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Income Guidelines

Refer to CSPM Item 208, Poverty Income Guidelines for the current poverty income guidelines

Income includes:

1. Money, wages and salaries before any deductions. This includes wages from assistantships, work-study, and stipends.
2. Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses).
3. Regular payments from Social Security (gross benefits, including any Medicare premium), railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, public assistance (including Family Independence Program-FIP, Supplemental Security Income-SSI, and State Disability Assistance-SDA), training stipends, alimony, military family allotments and child support.
4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.
5. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.
6. Any lump sum payments received by Native Americans, such as from Casino income or other tribal income.

Income excludes:

1. Capital gains.
2. Any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car.
3. One time payments from a welfare agency to a family or a person who is in temporary financial difficulty.
4. Tax refunds, gifts, loans, lump sum inheritances, one-time insurance payments, or compensation for injury.

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5. Non-cash benefits such as the employer paid or union paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such federal non-cash benefit programs such as Medicare (Medicare premiums are **not** excluded), Medicaid, food stamps (including cash received in lieu of food stamps), school lunches, and housing assistance.
6. College scholarships and grants.
7. Foster care payments and adoption subsidies.
8. Income earned by a child age 18 and under **and** attending school. **NOTE:** "Earnings" do not include program benefits such as Social Security, Supplemental Security Income, etc.; these **are** included in the total household income.

Income Computations

Determine the households' **ACTUAL ANNUAL INCOME** for the preceding 12-month period including the date of application. For example: This process should include working from year-to-date wage income documentation, current and prior monthly benefit documentation, W-2s or income tax returns for prior year income, and, when necessary, self declarations.

See the attached SAMPLE form (**ATTACHMENT A**) for documenting income for 12 months.

Note: Recurring public benefits, such as Social Security, Supplemental Security Income (SSI), Family Independence Program (FIP), State Disability Assistance (SDA), etc., or pension/retirement benefits, **may be multiplied by the relevant number of months received** by using documentation for one month's benefit amount.

ONLY in cases when it would place undue hardship on the client to document income for the preceding 12 months, may the household's income be **ANNUALIZED** based on the 90 days or 13 weeks preceding the date of application. Income documentation for 90 days/13 weeks is annualized by multiplying it by 4. The computed ANNUALIZED income figure **must fairly represent** the income received in the preceding 12 months. If it is not a fair representation, the household's income should not be annualized and the client should self declare, to the best of their ability, the missing income information.

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Note: An income source should not be annualized when there are periods in the past 12 months when the household member did not receive/earn income from that source.

W-2s and income tax returns may be used as **sole** income documentation only for applications taken from **January 1 through January 31** of the following year. For applications taken after January 31, W-2s and tax returns may only be used in combination with other current year income documentation to determine eligibility. In this instance, the W-2s and tax returns can provide a basis for determining/computing income for the relevant months in the prior calendar year. See the attached examples (**Attachment B**) for how to compute income using these source documents.

Documentation of Income

Income must be thoroughly documented. The following items are acceptable documentation:

- Copies of paychecks or pay stubs;
- Written statements from employers;
- Letters, benefit statements, or other documents from income sources, e.g., DHS, Social Security, VA;
- Unemployment Compensation Benefit check stubs;
- If self-employed, accounting and other business records showing net income;
- W-2 statements and tax forms. They will seldom be adequate by themselves, since they usually report a period ending well in advance of the date of application. An exception may be made for the self-employed, since tax records are a convenient source of information about their income. However, they should be used in conjunction with a self-declaration.
- Self-declaration of applicant, but only as a last resort;
- Other documents the program operator has reason to believe will **fully verify** the annual or annualized income of the applicant.

Client File

Agencies must maintain a client file for all recipients of weatherization services. At a minimum, the file must include:

- A copy of the agency's client services application. The application must identify each member of the household as well as income sources and amounts for each

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member of the household being served. The client and the intake worker must sign the application.

- A copy of all documents used to determine income eligibility; including self declarations and documented phone conversations with public case workers.
- **All** calculations for each income source for the prior 12 months as well as the total income for the client household.
- The type, and dollar value, of the benefits provided.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: MONTHLY PROGRAMMATIC REPORT		EFFECTIVE DATE 05-28-07 ISSUE DATE 05-15-07

BACKGROUND:

The Weatherization Assistance Program Agreement, Section II, G, requires the submission of a monthly programmatic report.

POLICY:

The Grantee is required to submit an electronic Weatherization Assistance Program Monthly Programmatic Report, DHS-1071, in accordance with the instructions on the following pages. See the end of this item for the form.

The Grantee will submit one DHS-1071, via email, within 30 days from the end of the report period, to the following email address:

holleyd@michigan.gov

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**Monthly Program Report
DHS-1071 Excel Format
Instructions**

Report Month/Year

The calendar month and year is pre-filled. Click on the appropriate tab at the bottom of the page to enter data for each month.

Name of Agency

Complete the name of the Local Weatherization Agency.

Summary

This summary data is for DOE funded units. A DOE unit is defined as any income-eligible unit that includes weatherization-related expenditures in Admin, Labor/Materials, Support, Liability Insurance, Audit, or Training and Technical Assistance.

Do not include units that are MPSC-only units. (Household income exceeds 150% of poverty income guidelines.)

Plan (PYTD)- Complete the planned units for each month. The monthly figures should match the number of planned unit completions reported on the *Weatherization Unit Production Schedule and County Unit Production Schedule*, DHS-4321, included with the approved LWO DOE PY07 plan.

Actual: The actual number of completions from the beginning of the program year through the report month will be entered automatically once the month's unit completion (B.1.-7.) information is entered.

In the third column, **% of Plan**, the percentage of the plan actually achieved to date will be automatically calculated.

Complete the **Total 07 Plan Units** box with the LWO's total PY07 planned units taken from the approved LWO DOE plan.

The second **% of plan** will be automatically calculated and will indicate the percentage of the PY07 plan total actually completed to date.

Name & Date

Insert the name of the agency contact person and the date the report is prepared.

Weatherized Units/Reweatherized Units

In sections A – G, in columns headed "W", report the number of all weatherized units completed during the REPORT MONTH and PYTD. Do **not** include reweatherized

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units. In columns headed "R", enter the number of all reweatherized units (per DOE rules, Section 440.18 (e)(ii) - (iii)) completed during the REPORT MONTH.

Enter the report period data for each program component. The program components are **DOE**, **DOE/LIHEAP**, **DOE/LIHEAP/MPSC**, **DOE/MPSC** and **MPSC-only (Over 150%)**.

- **DOE** units are units completed with DOE funds only.
- **DOE/LIHEAP** units are units completed with a combination of DOE/LIHEAP funds.
- **DOE/LIHEAP/MPSC** units are units completed with a combination of DOE/LIHEAP/MPSC funds.
- **DOE/MPSC** units are units completed with a combination of DOE/MPSC funds.
- **MPSC-Only** units are units completed with MPSC funds and whose household income exceeds 150% of poverty income guidelines.

Report all units completed in the report month.

NOTE: A unit is considered completed only after all authorized weatherization and repair work has been completed and the unit has passed the post-inspection.

Exception: A unit may be considered completed if the work cannot be completed because of:

- death of owner
- extensive fire damage
- client refusal to allow completion
- inability to contact client
- dwelling is vacated
- health & safety risk to crew/contractor

Note: Such circumstances must be documented in the case file.

A. TOTAL UNITS COMPLETED

1. Program Units

Enter the number of units that are completed (including completion of the post-inspection) during the month.

B. UNITS BY TYPE

Enter the number of weatherized and reweatherized units by type as indicated below:

1. Owner Occupied Units

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Enter the number of units completed, by REPORT MONTH, in which the owner resided.

2. Single Family Rental Occupied Units

Enter the total number of single family units completed, by REPORT MONTH, which were occupied by renters.

3. Rental Units in a 2 - 4 Unit Building

Enter the number of rental units that were completed, by REPORT MONTH, that were in buildings that contained two to four rental units.

4. Rental Units in a 5+ Unit Building

Enter the number of rental units that were completed by REPORT MONTH, that were in buildings that contained five or more rental units.

5. Mobile Home Owner Units

Enter the number of mobile homes completed, by REPORT MONTH, in which the owner resided.

6. Mobile Home Rental Units

Enter the number of mobile homes completed, by REPORT MONTH, which were occupied by renters.

7. Homeless Shelter Units

Enter the number of units in a shelter(s) completed, by REPORT MONTH.

NOTE: The subtotal of items B.1. – B.7. must equal the total units reported in Section A. If the section totals do not match, the worksheet will show an ERROR message in red.

C. OTHER UNIT CATEGORIES

1. Health & Safety Units

Enter the number of units that received health and safety measures during the REPORT MONTH.

2. Incidental Repair Units

Enter the number of units that received incidental repair work during the REPORT MONTH.

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3. Total Partial Pending

Enter the number of units that were begun at any time prior to the end of the REPORT MONTH, but that are not yet completed and/or post-inspected.

D. UNITS BY OCCUPANCY

Client Characteristics (1 through 8)

Enter the number of units completed during the REPORT MONTH in which at least one member of the household was ELDERLY, and/or DISABLED, and/or Native American, and/or a FIP/FS/SDA/SSI recipient, and/or the household income was at or below 125% of poverty and/or below age 18, and/or between ages three to five, and/or age two or under.

NOTE: Grantees will report households receiving Family Independence Program (FIP) benefits, Food Stamps (FS), State Disability Assistance (SDA) or Supplemental Security Income (SSI) as FIP units.

Note: Item D.6. should include all units with children below age 18 (including those reported in items 7 & 8).

E. TOTAL PERSONS ASSISTED

Enter the total number of people living in all completed units weatherized during the REPORT MONTH.

Client Characteristics (1 through 4)

Enter the total number of people in the household that were ELDERLY, and/or DISABLED, and/or NATIVE AMERICAN and/or under age 18.

F. PRIMARY HEATING FUEL (1 through 6)

Enter the total number of completed units per primary heating fuel source.

G. Energy Use (1 through 2)

Completion of this section is optional.

If your agency uses "high energy use" and/or "high energy burden" in your priority system, report the number of completed units that meet the agency definition here.

H. HOUSEHOLD INCOME (1 through 8)

This section collects household income information for any units completed using LIHEAP funding. For each category of total household income, enter the combined number of units completed, by REPORT MONTH.

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I. ANNUAL INCOME OF ALL DOE-funded UNITS

Insert the total annual income for all **DOE income eligible** households for the report month, e.g. Do not include the household income from MPSC-Only units. The Year to Date annual income and the average unit income month-to-date and year-to-date will be automatically calculated.

J. NUMBER OF ELIGIBLE HOUSEHOLDS DENIED ASSISTANCE DUE TO LACK OF FUNDS

Enter the number of income eligible households denied assistance due to lack of funds. This will be the number of households that remain on the waiting list at the end of the program year or at any point in the program year that weatherization funding is depleted.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: OVERSIGHT OF LOCAL WEATHERIZATION PROGRAMS		EFFECTIVE DATE 01-01-97 END DATE

ISSUANCES AFFECTED:

A. REFERENCES None

B. RESCISSIONS Michigan Community Action Agency
Instruction Letter 94-05

BACKGROUND:

The state Weatherization Plan provides for monitoring of the weatherization program by the program office weatherization technical monitors and Grantee monitors. Monitoring of dwelling units is conducted by the Grantees during the postinspection process; monitoring by the weatherization technical monitors will occur at least annually.

POLICY:

To provide adequate oversight, it is the Grantee's responsibility to train and provide information to the contractors on the weatherization assistance program policies to ensure that contractors perform in accordance with weatherization standards and comply with all rules and regulations.

To provide oversight, the Grantee is required to have, at a minimum:

- Procedures to ensure that agreements are entered into only with competent contractors.
- A system for monitoring contractors and dwelling units.
- A system to provide technical assistance to contractors as needed.
- Documentation of all monitoring and technical assistance provided, to include at a minimum who was trained on what subject on what date.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: ITEMIZED CONTRACTOR INVOICES		EFFECTIVE DATE 01-01-97 END DATE

ISSUANCES AFFECTED:

A. REFERENCES None

B. RESCISSIONS Michigan Community Action Agency
Instruction Letter 94-24

POLICY:

The Grantee may not make discretionary allocations on a contractor's invoice. All private contractor invoices are required to contain a job number, labor and material costs for each job.

The Grantee is required to use the invoice to verify actual work completed prior to payment to the contractor.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: REWEATHERIZATION OF DWELLING UNITS		EFFECTIVE DATE 11-01-01 ISSUE DATE: 10-24-01

ISSUANCES AFFECTED:

REFERENCES 10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

BACKGROUND:

10 CFR Part 440.18(e)(2)(ii) states that a dwelling unit that has been previously weatherized under the Weatherization Assistance Program may receive additional weatherization services

if such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance.

10 CFR Part 440.18(e)(2)(iii) states that:

dwelling units partially weatherized under this part or under other Federal programs during the period of September 30, 1975 through September 30, **1993**, may receive further financial assistance for weatherization under this part. While DOE will continue to require these homes to be reported separately, States may count these homes as completions for the purposes of compliance with the per home expenditure limit in §440.18. Each dwelling unit must receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling.

POLICY:

A maximum of 50 percent of a Grantee's total production each program year may represent reweatherized units that meet the criteria above.

Each dwelling to be weatherized is required to receive a new energy audit that takes into account any previous energy conservation improvements to the dwelling.

Rewetherized units will be reported separately on the Weatherization Assistance Program Monthly Programmatic Report, DHS-1071. See Item 602 for form and instructions for completion.

Rewetherized units will be reported as completions for purposes of compliance with the maximum allowable cost per unit as established in the Community Services Policy Manual Item 613.

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Community Services Policy Manual	SUBJECT DOE Weatherization Assistance Program: INCIDENTAL REPAIRS		EFFECTIVE DATE 04-01-07 ISSUE DATE 03-05-07

ISSUANCES AFFECTED:

REFERENCES State Plan for the Weatherization Assistance Program
Weatherization Field Manual

BACKGROUND:

The state Weatherization Plan includes a policy for incidental repairs. Incidental repairs are defined as repairs necessary for the effective performance or a preservation of weatherization materials.

Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program.

POLICY:

Incidental repairs are included in the average cost per unit.

DOE-funded incidental repair costs are limited to a maximum average of 6% of DOE-funded labor support and materials spent.

NOTE: Roof replacements are NOT considered an incidental repair.

Repair units will be reported on the Weatherization Assistance Program Monthly Programmatic Report, DHS-1071, under Total Units completed and Repair Units. See Item 602 for the form and instructions for completion.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: MULTI-FAMILY UNIT ELIGIBILITY		EFFECTIVE DATE 05-01-01 ISSUE DATE 04-19-01

ISSUANCES AFFECTED:

REFERENCES 10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

RESCISSIONS WGM 85-17, WGM 90-02 and WGM 91-09

BACKGROUND:

10 CFR Part 440.22(b)(2), states that a subgrantee may weatherize a building containing rental dwelling units where not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building

- (i) Are eligible dwelling units, or
- (ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building.

POLICY:

The Grantee may weatherize rental dwelling units in a building which meet the eligibility requirements above. The 66 percent/50 percent rule applies to a multi-family building. If the building is located in a complex, **each** building is to be considered separately when determining the 66 percent/50 percent eligibility.

A vacant unit may be weatherized in a multi-family dwelling only where not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building are eligible dwelling units. A vacant unit is considered an ineligible unit in the 66 percent/50 percent calculation, unless the vacant unit(s) is a part of a Federal, State, or local government program for rehabilitation and will be occupied by eligible families within 180 days.

A vacant building may be weatherized only if the building is part of a Federal, State, or local government rehabilitation program. The units must be occupied within 180 days with eligible families. A notation will be made in the file regarding the date(s) of occupancy.

A multi-family building with five or more units must have its own energy audit performed to identify cost effective measures to be installed. The audit used has to be a DOE approved audit. The completed audit must be submitted to the agency for review and written approval before any weatherization measures can be installed.

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In some cases it **may** be appropriate to use the NEAT audit for these buildings with five or more units, such as a converted single family dwelling or townhouses. The Grantee must have approval from the agency before any measures are installed.

Weatherization funds may be used to weatherize a dwelling being rehabbed such as Habitat for Humanity rehabs or MHSDA rehabs (cannot be used on new construction) if the dwelling fits the following:

1. the household has been determined eligible; and
2. the grantee is meeting or exceeding all the goals for elderly, disabled, and Native Americans (or the household falls into one of these categories); and
3. the waiting list of eligible applicants is followed based on the priorities established by the grantee. These units can not be given a priority just because they are a part of a rehab program.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: WALK AWAY POLICY		EFFECTIVE DATE 01-01-97 END DATE

ISSUANCES AFFECTED: A. REFERENCES None

B. RESCISSIONS Michigan Community Action Agency
Instruction Letter DOE/WAP 96-05

POLICY:

The Grantee is required to have a written walk away policy which is in the best interest for its service area. The policy may include language regarding sanitary conditions, structural condition, safety due to animals, benefits to the landlord versus the client, and other areas deemed necessary.

The Grantee=s governing board is required to approve the written walk away policy which must be effective no later than November 1, 1996.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: LANDLORD AGREEMENT		EFFECTIVE DATE 01-01-97 END DATE

ISSUANCES AFFECTED: A. REFERENCES 10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

B. RESCISSIONS WGM 89-17

BACKGROUND: 10 CFR Part 440.22(b)(1) states a subgrantee may weatherize a building containing rental dwelling units where the subgrantee has obtained written permission of the owner or his agent.

POLICY: The Grantee will ensure a landlord agreement is completed for each building containing a rental dwelling unit to be weatherized, prior to the weatherization of any rental unit. A Tenant Synopsis must be signed by the tenant receiving weatherization services.

The landlord agreement on the following pages may be used or the Grantee may utilize its own document. Any Grantee customized document must contain the information on the sample agreement provided.

LOCAL WEATHERIZATION OPERATOR NAME
STREET ADDRESS
CITY, STATE, ZIP
TELEPHONE

**WEATHERIZATION ASSISTANCE PROGRAM
LANDLORD AGREEMENT**

This agreement applies to buildings containing rental dwelling units, located in the State of Michigan.
This agreement is made and entered into by and between

(The Local Weatherization Operator)

(The Owner)

(Premises to be Weatherized)

This agreement shall commence on the _____ day of _____, 19____, and shall terminate on _____ day of _____, 19____.

WHEREAS, the Department of Human Services is a state agency responsible for administering federally funded weatherization programs in Michigan in accordance with federal and state laws, and rules and regulations governing the programs; and

WHEREAS, the Department of Human Services has contracted with The Local Weatherization Operator to use said funds to make weatherization materials and weatherization labor available for benefit of eligible households; and

WHEREAS, many eligible households reside in rental housing in buildings containing rental dwelling units which may be weatherized if not less than 66 percent for building with five or more units and 50 percent for two and four unit buildings of the dwelling units in the premises are eligible dwelling units; and

WHEREAS, the eligible households residing in the dwelling units and buildings receiving weatherization assistance are the intended third party beneficiaries of this Agreement;

NOW THEREFORE, in consideration of the foregoing premises, the parties agree as follows:

1. The Local Weatherization Operator agrees to provide certain weatherization program improvements to the premises of The Owner and occupied by the eligible Tenant(s) cited in Exhibit A. Such improvements may include any or all of the measures identified from the energy audit.
2. In consideration for the weatherization improvements, The Owner does covenant and agree that the monthly rental fee of the premises, as shown on Exhibit A, shall not be

increased for a period of two years from the commencement date, unless such rental increase can be fully justified due to significant increases in actual operating costs.

3. The Owner agrees to maintain the weatherization materials installed under this Agreement, in accordance with all relevant codes regarding maintenance.
4. The Owner agrees not to evict, terminate, or institute any court action for possession against any eligible dwelling unit tenant for the 12 months following the commencement date, except for:
 - A failure to pay rent;
 - A violating the terms of the lease (other than to surrender possession upon proper notice);
 - A causing substantial damage to the premises
 - A permitting a nuisance;
 - A carrying on unlawful business.
5. The Owner agrees that the terms, premises, and obligations of this Agreement shall supersede and be superior to any inconsistent provision of any oral or written lease agreement affecting the rent collected for the eligible dwelling units identified in Exhibit A.
6. The Owner agrees and consents to permit The Local Weatherization Operator and its employees to enter upon the premises for the purpose of making the weatherization improvements. The Local Weatherization Operator is granted the right to inspect the premises and to examine any heating fuel and utility charges and costs with respect to the premises. Representatives of the U.S. Department of Energy and the State are also granted the right to inspect the premises weatherized by The Local Weatherization Operator.
7. In the event that The Owner increases the rent charged to an eligible household occupying an eligible dwelling unit, the occupant(s) of the eligible dwelling unit as third party beneficiaries of the Agreement can assert any direct claims against The Owner in any action or special proceeding in any court of appropriate jurisdiction.
8. In the event that The Owner initiates any eviction, termination, and/or possession action on an eligible household occupying an eligible dwelling unit, the occupants of the eligible dwelling unit as third party beneficiaries of the Agreement can assert any direct claims against The Owner in any action or special proceeding in any court of appropriate jurisdiction.
9. That for breach of this Agreement, damages, where not otherwise specified, may be awarded in accordance with applicable law.
10. The Local Weatherization Operator shall not be held responsible or liable in any way for the failure to provide work, labor, service, or materials provided for by the terms of

this Agreement by reason of federal, state, or local requirements or regulations prohibiting the provision of such work, labor, service, or materials.

11. The Local Weatherization Operator shall provide a synopsis of the terms of this agreement to the households occupying each eligible dwelling unit within 30 days of the date of the commencement date of this Agreement. Further, The Local Weatherization Operator shall provide, or cause the owner to provide, a synopsis of the terms of this Agreement to subsequent households occupying each eligible dwelling unit and to the new and subsequent occupants of eligible dwelling units vacant as of the commencement date of this Agreement.
12. The Local Weatherization Operator shall provide any occupant of an eligible dwelling unit access to this document in accordance with federal and state laws.
13. Exhibits A, B, and C shall be signed by both parties and become a part of this Agreement upon signing by both parties. In the event an exhibit cannot be completed at signing, provisions related to those exhibits shall not be considered binding until such times as they are completed, signed by both parties, and attached to this Agreement.
14. The provisions of this Agreement are severable. If any provision of this Agreement is found invalid, such finding shall not affect the validity of this Agreement as a whole or any part or provision hereof other than the provision so found to be invalid.

Signature of Owner or Authorized Representative

Date

Owner's Address

Signature of Local Weatherization Operator Representative

Date

The Local Weatherization Operator will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs.
--

LOCAL WEATHERIZATION OPERATOR NAME

**WEATHERIZATION ASSISTANCE PROGRAM
LANDLORD AGREEMENT**

STATE OF MICHIGAN
WEATHERIZATION ASSISTANCE PROGRAM

EXHIBIT A

ELIGIBLE DWELLING UNITS AND RENT

The documented eligible dwelling units, including those listed on Exhibit B, which are to be weatherized or caused to be weatherized by this agreement, and each unit's rent as of the commencement date of this Agreement are as follows:

<u>Address</u>	<u>Unit Number</u>	<u>Monthly Rent</u>

Signature of Owner or Authorized Representative

Signature of Local Weatherization Operator Representative

LOCAL WEATHERIZATION OPERATOR NAME

**WEATHERIZATION ASSISTANCE PROGRAM
LANDLORD AGREEMENT**

STATE OF MICHIGAN
WEATHERIZATION ASSISTANCE PROGRAM

EXHIBIT B

DESIGNATED VACANT ELIGIBLE DWELLING UNITS

The designated vacant eligible dwelling units which are to be rented to or occupied by an eligible household within 180 days in cases of a federal, state, or local government program for rehabilitating or making similar improvements to the dwelling unit(s).

<u>Address</u>	<u>Unit Number</u>

Signature of Owner or Authorized Representative

Signature of Local Weatherization Operator Representative

LOCAL WEATHERIZATION OPERATOR NAME

**WEATHERIZATION ASSISTANCE PROGRAM
LANDLORD AGREEMENT**

STATE OF MICHIGAN
WEATHERIZATION ASSISTANCE PROGRAM

EXHIBIT C

WORKSCOPE

The National Energy Audit (NEAT) or priority list shall be utilized to determine the appropriate measures for all single family and multi-family (four units or less) homes weatherized with the exception of mobile homes.

The NEAT shall allow for the consideration of the following weatherization measures:

- Attic insulation (various levels)
- Wall insulation
- Sillbox insulation
- Foundation insulation
- Floor insulation (various levels)
- Storm windows
- Flame retention burners
- Furnace tuneups
- Heating system replacements
- High efficiency furnaces
- Smart thermostats
- Duct insulation

Multi-family homes with five or more units will be evaluated for appropriate measures by an audit subject to the approval by the Department of Human Services.

Signature of Owner or Authorized Representative

Signature of Local Weatherization Operator Representative

LOCAL WEATHERIZATION OPERATOR NAME
STREET ADDRESS
CITY, STATE, ZIP
TELEPHONE NUMBER

WEATHERIZATION ASSISTANCE PROGRAM

STATE OF MICHIGAN
WEATHERIZATION ASSISTANCE PROGRAM

TENANT'S SYNOPSIS OF THE PROVISIONS CONTAINED
IN THE
WEATHERIZATION LANDLORD AGREEMENT

The Department of Human Services weatherization assistance program provides funds to weatherize homes on income eligible households.

Your landlord has entered into an agreement with _____, a grantee of the Department of Human Services, to have your building weatherized on your behalf. In return for this weatherization, your landlord has agreed to several provisions that benefit you and give you specific rights. You are called a third party beneficiary of the Agreement. These provisions and rights are summarized for you below:

1. The landlord cannot raise your rent for two years, except in cases where the landlord can clearly show actual increases in property taxes, maintenance, and operating expenses, or other costs not directly related to the weatherization work. However, if you live in a rent controlled or rent stabilized unit, the landlord may receive approval for normal rent increases.
2. If you happen to move out of your unit within a two year period, the landlord must charge the new tenant the same rent you are being charged.
3. If the owner or landlord sells your building within two years, the new owner must also comply with all provisions of the Agreement.
4. The landlord agreed not to institute any eviction, termination, or possession action against you for one year, unless you fail to fulfill your normal tenant responsibilities.
5. If your landlord tries to raise your rent within two years, you have the right to assert a claim against the landlord in court. If this happens and you need assistance in asserting your claim, call your local legal services office.
6. You have the right to see the Agreement signed by your landlord and the Local Weatherization Operator named above who weatherized your unit. You may use the Agreement document as evidence in court to prove your claim. To obtain a copy or see the agreement, you may contact the Local Weatherization Operator by telephone or write to the address as identified on this document.

I verify that I have received a copy of this document.

(Tenant's Signature)

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: LANDLORD CONTRIBUTIONS		EFFECTIVE DATE 11-01-01 ISSUE DATE 10-24-01

ISSUANCES AFFECTED:

A. REFERENCES:

10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

Weatherization Assistance Program Agreement

BACKGROUND:

10 CFR Part 440.16(l) states:

The benefits of weatherization to occupants of rental units are protected in accordance with ' 440.22(b)(3) of this part.

10 CFR Part 440.22(b)(3)(l) states:

A subgrantee may weatherize a building containing rental dwelling units using federal assistance for dwelling units eligible for weatherization assistance under paragraph (a) of this section where the grantee has established procedures for dwellings which consist of a rental unit or rental units to ensure that the benefits of weatherization assistance in connection with such rental units, including units where the tenants pay for their energy through their rent, will accrue primarily to low-income tenants residing in such units.

10 CFR Part 440.22(d) states:

As a condition of having assistance provided under this part with respect to multi-family buildings, a State may require financial participation, when feasible, from the owners of such buildings . . . The funds contributed by the landlord shall be expended in accordance with the agreement between the landlord and the weatherization agency.

POLICY:

If the Grantee elects to require landlord contributions, the Grantee must have a written landlord contribution policy. The policy may include a cash contribution, rent reduction to the tenant, consideration of documented improvements made to the property within the last twelve months, or a combination of all three. The Grantee's governing board is required to approve the landlord contribution policy.

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If the Grantee has a landlord contribution policy, the Landlord Agreement must incorporate language identifying the contribution option(s); the option(s) chosen by the Landlord; specifically how the contribution will be used; waiver criteria; and, if the contribution is waived, why it is waived.

The Grantee is required to maintain documentation that supports the disposition of landlord contributions as agreed upon between the Grantee and the landlord.

The U.S. Department of Energy considers landlord contributions leveraged funds and as such, they are to be used to expand energy efficiency services and/or increase the number of dwelling units weatherized. Therefore, DHS encourages LWOs to apply cash contributions to labor and/or material costs.

Landlord cash contributions received should be applied to reduce the costs in the program year they are received. Report landlord cash contributions on the Statement of Expenditures, Section IV, for the month in which they are received. Report cash contribution expenditures on the Statement of Expenditures, Section III, for the month they are spent.

Landlord contributions are **NOT** included in the average cost per unit.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: CLIENT PRIORITY SELECTION CRITERIA		EFFECTIVE DATE 04-01-98 END DATE

ISSUANCES AFFECTED:

REFERENCES None

BACKGROUND:

A Department of Energy study noted that subgrantees which had a client priority system attained their service goals more frequently than those who did not have such a system.

POLICY:

The Grantee is required to develop a client priority system to ensure that the client priority goals, as identified on their DHS-4322, Goals Summary, are met.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: APPLICANT FILE DOCUMENTATION		EFFECTIVE DATE 05/28/07 ISSUE DATE 05/15/07

ISSUANCES AFFECTED:

REFERENCES

Weatherization Field Manual

BACKGROUND:

To ensure appropriate documentation is maintained for applicants of the Weatherization Assistance Program, minimum requirements have been established regarding such documentation.

POLICY:

The following documents must be included in the job/client file for completed dwelling units:

1. Standard Application Form, DHS-4283
 - Item 202
 - Item 612.2
2. Income Eligibility Documentation
 - Item 601
3. Written Notification
 - Item 612.2
4. Priority Criteria Selection
 - Item 611
5. Home Ownership Documentation (if applicable)
 - Item 612.2
6. Landlord Agreement (if applicable)
 - Item 610.1
7. Documentation of Landlord Contributions (if applicable)
 - Item 610.2
8. Michigan Weatherization Program Health & Safety Assessment Findings, DHS-552, and Release of Liability & Waiver of Claims, DHS-552-A
 - Item 617
 - Weatherization Field Manual
9. Building Check and Job Order Sheet
 - Item 612.1
 - Weatherization Field Manual
10. Client Energy Plan of Action
 - Item 612.4
11. Client Inspection/Assessment
 - Weatherization Field Manual

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12. Certificate of Insulation (if applicable)
 - Weatherization Field Manual
13. Confirmation of Receipt of Lead Pamphlet (for pre-1978 housing), DHS-4285
 - Item 615

The following documents must be included in a file for ineligible applicants:

1. Standard Application Form, DHS-4283
 - Item 202
 - Item 612.2
2. Income Eligibility Documentation
 - Item 601
3. Written Notification
 - Item 612.2

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: APPLICANT FILE DOCUMENTATION BUILDING CHECK AND JOB ORDER SHEET		EFFECTIVE DATE 01-01-97 END DATE

ISSUANCES AFFECTED: A. REFERENCES Weatherization Field Manual

B. RESCISSIONS WGM 92-03

POLICY:

The Building Check and Job Order Sheet, DHS-4284 (form is found in the Weatherization Field Manual, Chapter 3, Section 2.A) is required to be completed for each unit/building completed. The Building Check and Job Order Sheet must be fully completed with all cost information and sign-offs.

The Building Check and Job Order Sheet is to be completed in ink or typed. The use of a white out is prohibited. Incorrect entries should be crossed out with a single line, and the correct entry should be made so it is apparent in the proximity of the original entry. The correction must be initialed by the individual making the correction.

The files will use one comprehensive Building Check and Job Order Sheet for multiple dwelling buildings or a Building Check and Job Order Sheet for each unit. Weatherization work performed in common area like hallways, attics, basements, etc. must be documented on the Building Check and Job Order Sheet .

The client files should clearly indicate the structure is a multi-family building and must be cross-referenced with all other units weatherized in the building.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: APPLICATION FOR WEATHERIZATION ASSISTANCE		EFFECTIVE DATE 05-28-07 ISSUE DATE 05-15-07

BACKGROUND:

10 CFR Part 440 §440.16(a) states:

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit as provided in §440.22.

POLICY:

APPLICATION

An Application for Weatherization Assistance, DHS-4283, must be completed for each household seeking weatherization assistance. Each item must be completed. If the item is not applicable, the proper notation (e.g., N/A, none, zero, a line through the item, etc.) must be made on the application. The application must be completed in ink, in accordance with the instructions in this item. Grantees may use their own application form if it includes all the information on the DHS-4283 and has been approved by DHS.

Follow procedures in CSPM Item 601 to determine and document income eligibility.

The Grantee is required to determine eligibility within 30 calendar days from the date all documents needed for eligibility determination are received. If documents needed to determine eligibility are not received within 90 days of the application date, the application is to be denied and the client notified.

If weatherization activities* do not begin within one calendar year from the date of eligibility determination, a new application is required.

*NOTE: The date “weatherization activities” start is the date materials are installed.

APPLICANT NOTIFICATION

Each applicant for weatherization services must be notified in writing of their eligibility status within 30 calendar days from the date of eligibility determination. The notification must include, at a minimum, the following:

1. Applicant name, address and date.
2. The determination decision on program eligibility.
3. If the applicant is eligible, an indication of when the work will begin.
4. If the applicant is ineligible, the reason(s) for ineligibility, the right to appeal and the Grantee's appeal procedure.

A copy of the written notification will be maintained in the applicant file.

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INSTRUCTIONS FOR COMPLETING APPLICATION FORM

HEADING:

Enter the name, address and phone number of the Weatherization Agency in the area provided.

Job Number: Enter the job number. **Date of application:** Enter the date of application.

Eligibility Determination Date: Enter the date eligibility was determined.

Part I- General Information:

Enter the following:

- (1) Name of the individual seeking weatherization assistance.
- (2) Street address of the dwelling to be weatherized.
- (3) City where the dwelling to be weatherized is located.
- (4) Zip code for the dwelling to be weatherized.
- (5) County in which the dwelling to be weatherized is located.
- (6) Enter Specific directions to the dwelling and/or special problems and considerations. Information may include landmarks, when the applicant is home, animals which the Grantee or representative must be aware of, etc.
- (7) Phone number of the applicant. This should be a phone number where the applicant can be reached during business hours.
- (8) Alternative phone number where the applicant can be reached. This should correspond to the individual identified in item 9.
- (9) Name of an individual the LWO can reach if the applicant cannot be reached at the phone number provided in item 7.
- (10) **Total** number of persons living in the household on the date of application. This includes individuals who are related or not related, **except** foster children. Foster children are excluded from the household.
- (11) Number of individuals who are elderly, disabled, Native American, pregnant, or Family Independence Program (FIP) recipients, Food Assistance Program (FAP) recipients, Supplemental Security Income (SSI) recipients, State Disability Assistance (SDA) recipients. (Being a Food Assistance Program recipient does **not** make the household automatically income eligible.)

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- (12) Indicate whether any household member received FIP, SSI or SDA during the previous 12 months. If yes, the household is automatically income eligible.
- (13) Identify the type of dwelling to be weatherized. For a multi-family building, identify the total number of units for the building. If the building is located in a complex, each building is to be considered separately. See CSPM Item 608.
- (14) Identify whether the applicant is an owner, renter or land contract holder.
- (15) If the applicant is a renter, enter the landlord name, address, and phone number.
- (16) If the response is yes, the dwelling is not eligible for weatherization assistance per 10 CFR Part 440 §440.18(e)(1).
- (17) Enter the information requested for the primary type of fuel used by the dwelling.
- (18) Enter the information requested for the electricity billing for the dwelling.
- (19) For **each** member of the household enter the individual's name, date of birth, source(s) and amount(s) of income for the previous 12 months. The number of household members identified here must be consistent with the number identified in item 10. To calculate annual income, follow instructions in CSPM Item 601, Pages 1-5. The file must contain appropriate supporting documentation and calculations to support the income amount shown on the application.

Part II: Signature Section

The applicant must review and understand the provisions presented and then sign and date the application. The intake worker must also sign and date here.

For Office Use Only:

- (A) If the applicant is a homeowner, enter if the applicant self-certified ownership or documentation was reviewed.
- (B) Identify if home ownership documentation was obtained for the client/job file. If no copy was available, describe what document(s) was reviewed.
- (C) Enter the number of household members consistent with item 10 and item 19.
- (D) Enter the number of household members under the age of 18 and/or pregnant.

Note: the number of household members under age 18 should include members counted in Items E and F.

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- (E) Indicate whether any household member is age three through 5.
- (F) Indicate whether any household member is age two or under.
- (G) Enter the income poverty guidelines limit as required by DHS and DOE. See CSPM Item 208 for the income limit for the appropriate household size.
- (H) Enter the total income of all household members for the previous twelve months. If an applicant is automatically eligible per item 16, this should also be noted here.
- (I) Enter whether the applicant is eligible to receive weatherization services.
- (J) Enter the priority group assigned by the Grantee consistent with the requirements of CSPM Item 611 of this policy manual.
- (K) Indicate the household's income level.
- (L) Indicate whether written notice of eligibility was sent to the applicant. If yes, enter the date sent. Applicants must be notified within 30 calendar days after the eligibility determination has been made.
- (M) Indicate whether the appeal procedure was given/sent to the applicant.
- (N) Indicate whether the dwelling was previously weatherized. If yes, identify the date the dwelling was previously weatherized. Units damaged by fire, flood or act of God and repair of the damage to weatherization materials is not paid for by insurance; and units partially weatherized under this program or other federal programs between September 30, 1975 through September 30, 1993 may be reweatherized, with certain restrictions. See CSPM Item 605.
- (O) Enter whether the applicant was referred to MDHS for additional services.
- (P) Enter whether the applicant was referred to a utility company for additional services.
- (Q) Indicate whether the dwelling is a high residential energy user.
- (R) Indicate whether this is a household with a high energy burden.
- (S) The Grantee representative performing eligibility determination must sign the application.
- (T) The Grantee representative performing eligibility determination must enter the date eligibility is determined.
- (U) If a multi-family building, enter the job/client numbers of other units being weatherized in the multi-family building.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: APPLICANT FILE DOCUMENTATION CLIENT ENERGY EDUCATION		EFFECTIVE DATE 01-01-97 END DATE

ISSUANCES AFFECTED:

A. REFERENCES None

B. RESCISSIONS WGM 90-07

WGM 90-14

BACKGROUND: Client education and participation will help reduce energy costs in a weatherized dwelling.

Goal Statement

The goal of the Weatherization Assistance Program is for the weatherization team (weatherization coordinator, intake staff, pre/post inspectors, and crews/contractors) and the client to work together as partners to save energy, to make the home more comfortable, and reduce energy bills.

The weatherization team must be aware of the importance of energy education for the client. Every effort must be made to increase client awareness through multiple contacts during the weatherization process. Staff and contractors must be aware they are the critical link in the partnership goal. Inclusion of the goal statement on literature, brochures, and forms the client must sign reinforces the partnership goal.

POLICY:

Intake

Energy education begins with intake. This is where the applicant is initially introduced to the weatherization assistance program, the goal statement, the partnership concept, and the applicant is advised of his role.

The following minimum steps related to intake must be included in the Grantee=s Energy Education Plan.

1. Introduce the Weatherization Assistance Program. Explain the concept of the program, what work may be done, and expectations for the applicant=s participation.
2. Complete the Application for Weatherization Assistance, DHS-4283. See Item 202 for forms.
3. Determine eligibility and prioritize the applicant. See Item 611 regarding the client priority system.

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4. Notify the applicant of the eligibility determination.
5. Ask the applicant to prepare for the preinspection by:
 - X making a list of energy questions and concerns
 - X making the attic, basement, and crawl space accessible
 - X making the perimeter accessible
 - X securing pets
 - X planning to be home and ready to participate

Preinspection

It is important that the client be involved in the preinspection process. Client involvement is encouraged through commitment in writing to the goal statement and a minimum of *three energy action steps*. These energy action steps are to be placed in the client file and to be included with all documentation given to anyone who goes to the client=s home.

The following minimum steps related to preinspection must be included in the Grantee=s Energy Education Plan.

1. Explain the Weatherization Assistance Program, stressing what each partner will do during each step.
2. Explain the agenda of the preinspection and what the client will need to do.

Explain how the house loses heat. Inquire about the heating system. Talk with the client about whether some rooms seem warmer while others are cooler. Show the client how to adjust heat flow to different areas to save energy and provide more comfort. Point out areas where the client could take action to save energy and money.

3. Complete the preinspection.

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4. Summarize the results of the preinspection for the client.
 - X Explain the nature of the work that may be done on the home.
 - X If the client is actively participating, agree on three energy action steps for the client to do.
 - X If the client is actively participating, the Client Plan of Action should be signed by the client and preinspector. A copy is to be provided to the client and the original is placed in the client file.

Weatherization Work

When the crew or contractor is at the client=s home, they should take advantage of every opportunity to reinforce the client=s Energy Action Plan (E.A.P.). The theme of partnership and the goal statement need to be a part of the crew or contractor=s interaction with the client for continued success.

The following minimum steps must be included in the Grantee=s Energy Education Plan.

1. Introduce the contractor or crew to the client.
2. Complete a quick survey of the home, accompanied by the client. Reinforce the energy conservation work already done by the client.
3. Discuss the work plan for the day and proposed work for the client. Reinforce the three energy action steps to which the client committed.
4. Complete the work. Summarize the day=s work for the client.
5. Explain the next step---postinspection.

Postinspection

Reinforce the partnership between the Grantee and the client. Stress the importance of both the weatherization work and the client=s action steps, and explain that a

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breakdown of either could result in less than adequate comfort and savings to the client.

The following minimum steps must be included in the Grantee=s Energy Education Plan.

1. Ask the client about the weatherization work.
2. If appropriate, ask about the client=s three energy action steps.
3. Inspect the work.
4. Follow up on referrals.
5. If follow-up is provided, explain the next step.

The Grantee may wish to develop a Client Education Package to include the following items.

1. A generic letter introducing the Weatherization Assistance Program. See page 5.
2. An illustrated step-by-step energy savings guide. This could be distributed with the letter of introduction.
3. The client plan of action (required to be in the client file) and examples of energy action steps and the potential savings. See pages 6 and 7.
4. A list of weatherization priorities, which includes information relative to the contractor, if applicable. See page 8.
5. A generic letter to be provided to the client after the weatherization measures are completed. See page 9.
6. An illustrated guide for maintaining the weatherization measures installed. See page 10.
7. A follow-up survey.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: APPLICANT FILE DOCUMENTATION CLIENT ENERGY EDUCATION		EFFECTIVE DATE 07-24-06 END DATE

GRANTEE LETTERHEAD

Dear Homeowner/Renter:

The Michigan Weatherization Assistance Program, in which you are participating, is funded through the Michigan Department of Human Services. It is working to provide you with a warmer, more efficient home at no cost to you. This is not a welfare program, but rather a return on your tax dollars through federal funding. You may receive weatherization services only one time for this dwelling.

The weatherization improvements made are based on energy audit procedures established by the state to provide your home with the most cost effective energy conservation measures, within the limitations of the program. We wish we could provide for all the weatherization needs of your home, but this simply is not possible. However, there are many things you can do yourself to lower the cost of high energy bills, as well as improve the comfort of your home. We will provide you with information regarding no cost/low cost do-it-yourself projects and ideas which could increase your savings by 15 percent to 20 percent.

The whole idea of the program is for us to work together, like partners, to make your home more comfortable, to save energy, to reduce your bills so your payments are more affordable.

This letter, and the enclosed step-by-step guide, are to introduce you to a free program which will provide you with energy conservation help and information. Our preinspector will review with you *energy action steps* you can take right now. When the weatherization is completed, the postinspector will give you some additional information on maintaining the work done to keep you on the road to greater energy savings!

We know this program will be of benefit and look forward to sharing money saving energy ideas with you.

Very Sincerely Yours,

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<h2>CLIENT PLAN OF ACTION</h2>

CLIENT NAME:	
ADDRESS:	TELEPHONE NUMBER:
	JOB/CLIENT NUMBER:

The State of Michigan and the Local Weatherization Operator agree to provide, at no cost to the above client, energy conservation measures that prove to be cost effective according to the audit procedures determined by the State of Michigan. There is an 18 month warranty on the materials and workmanship provided.

I have explained the audit procedures and potential energy conservation measures to the client and it is understood that measures to be completed are based on the cost effectiveness and the needs of the household. This is a part of a total partnership approach between the client and the Local Weatherization Operator to reduce this family=s energy bills.

Signature of Local Weatherization Operator Representative

Date

I understand that the weatherization assistance is a one-time project for this home. But, by agreeing to a variety of Energy Action Steps, including those listed below, my family can make energy savings an on-going project in the home. Below I have identified three Energy Action Steps that I will try to make my home more energy efficient and comfortable.

1.	
2.	
3.	

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Signature of Client _____

Date _____

EXAMPLES OF ENERGY SAVING TIPS

Identify three Energy Action Steps from below on the Client Action Plan that you will take to save money on your energy bills and to make your home more comfortable.

ACTION STEPS	POSSIBLE SAVINGS
SPACE HEATING	
1. Turn thermostat down to 70 degrees	3% per degree of average bill
2. Set back thermostat at night or when gone to 65 degrees	1% per degree
3. Close windows and storms in winter	\$7 per window per year
4. Do not use space heaters (if at all possible)	\$45 per month per space heater
5. Pull shades at dusk in winter	\$10 to \$25 per year
6. Do not use regular fireplaces to heat the house	The cost of wood. A fireplace does not reduce the furnace use.
HOT WATER	
7. Keep water setting at low.	
8. Take seven minute showers	\$60 per year
9. Wash clothes in cold water	\$72 per year
10. Fix leaky faucets	\$78 per year
11. Wash only full loads of clothes	\$4 to \$8 per year
	\$12 per year
APPLIANCES AND OTHER USES	
12. Unplug second refrigerator or freezer	\$96 per year
13. Do not use air conditioner unless it is warmer than 78 degrees	3% per degree
14. Use fans instead of air conditioners	fan\$3 per month, air conditioner\$30 per month
15. Pull shades in the day during the summer.	\$10 per window per year
16. Unplug unused appliances	\$95 to \$120 per year
17. Water heater: summer turn off winter put on timer	\$28 per month
18. Cover waterbed when not in use	\$41 to \$47 per year
19. Hang clothes outside to dry in the summer	274 per load for an electric dryer
OTHER SUGGESTED ENERGY SAVING STEPS	
20. Move furniture blocking heating vents	Not quantifiable in dollars but increases comfort of home
21. Keep windows closed when air conditioner is on	Not quantifiable in dollars but increases comfort of home

WEATHERIZATION PRIORITIES

CLIENT INFORMATION	WEATHERIZATION CONTRACTOR INFORMATION
NAME:	NAME:
ADDRESS:	ADDRESS:
TELEPHONE:	TELEPHONE:

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PRIORITY INSTALLED	YES	NO	COMMENTS
Health and Safety Measures			
Duct Sealing/Insulation			
Attic Insulation			
Foundation Perimeter Insulation			
Clock Thermostat			
Infiltration Measures			
Other:			

Local Weatherization Operator Inspector

Date

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GRANTEE LETTERHEAD

Dear Homeowner/Renter:

We have now completed the weatherization work on your home. We thank you for your cooperation and patience throughout the process from application through final inspection.

The work provided was based on the audit procedures set by the federal and state government. The weatherization work should provide you with significant energy savings and help lower heating bills.

However, by becoming involved yourself with the energy education guidelines you agreed to follow, you should be able to save up to 15 percent more. The Energy Action Steps you chose to take when our program began are already helping! There are more no cost/low cost projects you can do yourself to increase the energy efficiency and comfort of your home. The enclosed brochure will help you on your way. You will also find a survey. We urge you to take a few minutes to complete the survey and return it to our office.

We have some ideas for ways to increase the life and efficiency of the energy conservation measures that were applied to your home.

- X Make sure dirt, snow, and ice buildup is kept away from weather-stripping, thresholds, door sweeps, and doors.
- X Keep all sash locks locked to keep sashes from warping.
- X Close off all cold areas during the winter months.
- X If a hot water heater jacket was applied to your water heater, make sure it does not get torn or taken off. You may want to turn your water heater's temperature setting down to conserve energy now that it has been insulated.
- X If insulation was added to your home, do not store articles on it.
- X Make sure all storms are closed in the winter. If taken off in the summer, store them in a safe place.
- X Do not remove any weatherization materials that were applied to your home.

Remember, the whole idea of the program is for us to work together like partners to make your home more comfortable, to save energy, and to reduce your bills so your payments are more affordable.

Very Truly Yours,

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WEATHERIZATION ENERGY EDUCATION FOLLOW-UP SURVEY

OWNER/RENTER NAME	
ADDRESS	DATE
	TELEPHONE

	YES	NO
Did the weatherization staff fully explain the weatherization program to you? Comments:		
Did the weatherization staff explain to you the work they were going to do on your home before they started: Comments:		
Was the energy conservation material provided by the weatherization staff helpful? Comments:		
Have you taken any of the energy action steps agreed upon to increase your savings? Please list which ones below: 1. 2. 3.		
Do you like the work the weatherization crew/contractor did on your home? Were the materials and quality of the work as good as your expected? Comments:		
With the information you have now on no cost/low cost energy saving ideas, do you think you will continue to try more energy action steps to further save on your utility bills?		

Please rate your crew/contractor as follows:	Very Good	Good	Fair	Poor
Did the workers clean up after work each day?				
Were appointments made with you kept?				
How would you rate the quality of the workmanship?				
Were they courteous to you?				
Did they complete the work in a timely manner?				
Is your home more comfortable since the weatherization work has been completed?				

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What is your overall ranking of the crew or contractor?				
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Thank you for taking the time to give us this information. We use it to improve our program and the services we provide.

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Community Services Policy Manual	SUBJECT DOE Weatherization Assistance Program: MAXIMUM AVERAGE COST PER UNIT		EFFECTIVE DATE 04-01-07 ISSUE DATE 03-05-07

REFERENCES Department of Energy Weatherization Program Notice 07-1
Weatherization Agreement

PURPOSE:

To identify the allowable maximum average cost per unit for Program Year 2007.

BACKGROUND:

The Weatherization Agreement, Section II.B.3., states:

Grantees are expected to maintain an average cost per unit at or below the maximum allowable cost per unit as established in the Community Services Policy Manual. Grantees with an average that exceeds the maximum allowable cost per unit may not be reimbursed for the amount exceeding the maximum allowable average.

Department of Energy Weatherization Program Notice 07-1 establishes the maximum allowable average at \$2,885 for the program year April 1, 2007, through March 31, 2008.

POLICY:

Grantees are expected to maintain an average cost per unit at or below \$2,885. Support, labor, and materials costs are included in the calculation of the average cost per unit.

Grantees with an average that exceeds the maximum allowable cost per unit may not be reimbursed for the amount exceeding the maximum allowable average.

Grantees at or below the allowable average cost per unit and meeting 95% or more of planned production will be eligible for any carry-over funds to be distributed.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: HEALTH AND SAFETY		EFFECTIVE DATE 09-01-02 ISSUE DATE 08-16-02

ISSUANCES AFFECTED:

REFERENCES State Plan for the Weatherization Assistance Program

 Weatherization Field Manual

 Department of Energy Weatherization Program Notice 02-01

BACKGROUND:

The State Plan for the Weatherization Assistance Program addresses health and safety provisions. The Weatherization Field Manual provides for health and safety guidelines.

This item identifies the allowable average cost per unit and the cost reporting requirements for health and safety costs.

Per Department of Energy Weatherization Program Notice 02-01, page 18:

“The cost of Lead Safe Weatherization is a health and safety cost. Therefore, all labor, material, and related costs are not subject to the average cost per home limitation for those States which choose to report health and safety costs separately. Additionally, equipment purchases used specifically for testing for lead or other health risks do not need to be included in the average cost per home limitation. No amortization of equipment cost of \$5,000 or more would be necessary for items not included in the average cost per home.”

POLICY:

Health and Safety funds may be used for:

- The elimination of energy related health and safety hazards, that are necessary before or because of the installation of weatherization measures and,
- Lead Safe Weatherization.

To ensure that program services concentrate on energy efficient measures and that program funds comply with cost limitations, the Grantee may spend an average of \$360 (material and labor) in health and safety related costs per dwelling unit.

The average Health and Safety cost is computed by dividing total program year-to-date health and safety expenditures by total units completed program year-to-date (including units not receiving health and safety expenditures). These costs are reported monthly on the DHS-4326. See Item 401.2 for the form and instructions for completion.

The costs associated with the necessary elimination of hazardous conditions will **not** be included in the maximum average cost per unit limitation.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: LEAD PAMPHLET		EFFECTIVE DATE 07/01/00 END DATE N/A ISSUE DATE 06/29/00

ISSUANCES AFFECTED:

REFERENCES WEATHERIZATION PROGRAM NOTICE 00-1, NO. 5.12, PAGE 16

Environmental Protection Agency (EPA) Final Rule, 40 CFR Part 745

BACKGROUND:

The WEATHERIZATION PROGRAM NOTICE 00-1, page 16, states:

“...all Low-Income Weatherization Assistance Program activities doing renovation work in pre-1978 housing are subject to the provisions of a federal regulation that requires them to give notification to the occupants of the housing about the potential hazards of lead paint and lead paint dust. “

“...under this regulation (EPA 40 CFR Part 745) local agencies who do not give proper notification could incur hefty fines if found doing renovation work in pre-1978 housing stock...”

POLICY:

For all weatherization work in pre-1978 housing that disturbs more than two square feet of painted surface, you must follow the EPA regulations 40 CFR Part 745. Per the regulations, housing for the elderly or disabled when children are not expected to reside there is exempt.

Prior to, but no more than 60 days before beginning weatherization work in any pre-1978 housing unit where more than two square feet of painted surface may be disturbed, provide the owner of the unit with the EPA lead pamphlet, *Protect Your Family From Lead In Your Home* and:

- obtain written confirmation of receipt by the owner on form DHS-4285, Confirmation of Receipt of Lead Pamphlet or
- obtain a certificate of mailing at least seven days prior to the start of weatherization work.

In addition, if the owner does not occupy the dwelling unit, provide an adult occupant of each unit with the pamphlet and:

- DHS-4285 or
- certify in writing on form DHS-4285 that a pamphlet has been delivered to the dwelling and that you have been unsuccessful in obtaining a written confirmation from an adult occupant or
- obtain a certificate of mailing at least seven days prior to the start of work.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: LEAD PAMPHLET		EFFECTIVE DATE 07/24/06 END DATE N/A ISSUE DATE 07/24/06

When the owner or occupant is signing the DHS-4285, it must include:

- owner or occupant's name
- address of unit
- signature of the owner or occupant as applicable, and
- the date of signature.

When you have tried and are unable to deliver the pamphlet to an occupant, the DHS-4285 must include:

- address of unit,
- the date and method of delivery of the pamphlet,
- name of the person delivering the pamphlet,
- reason for lack of acknowledgement,
- the signature of the person delivering the pamphlet and
- the date of signature.

When mailing the pamphlet, you must obtain a certificate of mailing from the post office.

The DHS-4285, Confirmation of Receipt of Lead Pamphlet, and certificates of mailing must be kept in the job file.

See Item 202 for **DHS-4285, Confirmation of Receipt of Lead Pamphlet**, follows this item. Make copies for your use.

Contact your Grant Manager for a copy of the EPA lead pamphlet, *Protect Your Family from Lead in Your Home*. You may make copies to distribute to homeowners and occupants (non-owner occupied) who live in pre-1978 housing.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: LIABILITY INSURANCE		EFFECTIVE DATE 05-01-01 END DATE N/A ISSUE DATE 04-27-01

ISSUANCES AFFECTED:

REFERENCES Weatherization Program Notice 01-1

BACKGROUND:

2.7 LIABILITY INSURANCE: States are reminded that all work must be covered by liability insurance. States should inform local agencies that sufficient liability coverage for DOE funded activities should be obtained. Liability insurance should be charged to the liability line item in the budget. It should be noted that the liability insurance line item was created to ensure that such costs would never have to be charged to the administrative cost category. (See preamble to Federal Register, Volume 45, Number 40, published February 27, 1980, page 13031).

POLICY:

Each agency must review the language above to determine if they have adequate liability insurance for all work performed. Things to consider in making this decision are that we do not do any lead work. The Weatherization Assistance Program work is excluded from the definition of new construction or rehabilitation as long as we do not go beyond 2 sq ft inside and 20 sq ft outside.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: RELEASE OF LIABILITY AND WAIVER OF CLAIMS		EFFECTIVE DATE 05-28-07 ISSUE DATE 05-15-07

REFERENCES

Weatherization Program Notice 06-1

BACKGROUND:

5.14 ENERGY-RELATED MOLD AND MOISTURE IMPACTS:

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for the removal of mold and other related biological substances is not an allowable weatherization expense. DOE funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period or the quality control inspection. If necessary, weatherization services may need to be delayed until the existing mold problem can be referred to another agency for funding of remedial action.

The inclusion of a mold protocol or checklist for local agencies does need to be a part of their routine audit inspection. If a mold condition is discovered during the initial inspection of the home by the energy auditor that cannot be adequately addressed by the weatherization crew/contractor, then the unit should be referred to the appropriate public or non-profit agency for remedial action.

Effective immediately, all States should ensure that their local agencies include some form of notification or disclaimer to the client upon the discovery of a mold condition and what specifically was done to the home that is expected to alleviate the condition and/or that the work performed should not promote new mold growth. This notification/disclaimer should be discussed with and signed by the client and/or landlord.

POLICY:

LWOs must use the Release of Liability and Waiver of Claims, DHS-552-A, to ensure clients are informed of the limited health and safety assessment that will be done on the unit as well as potential health and safety problems that may be identified in the process or may result during weatherization work. The Release will also include recommendations for individuals with certain health conditions. The client's signature authorizing weatherization work to proceed and releasing the LWO of liability must be obtained. A copy of this release must be in the client file of every completed unit.